



**MINUTES OF THE REGULAR MEETING  
OF THE  
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA  
WEDNESDAY, JULY 2nd, 2008**

1. The meeting was called to order at 5:07 p.m.
2. **ROLL CALL:** Board Members Michael Rich, Avonnet Peeler, Linda McHugh, Peter Horikoshi and Executive Secretary Karen Willis.

**ABSENT:** Roberto Rocha

**STAFF PRESENT:** Jill Kovacs, Senior Management Analyst, Stacey Meier, Administrative Technician I, Human Resources.

**OTHERS IN ATTENDANCE:**

3. **MINUTES:** The minutes of the regular meeting of April 2, 2008 were presented for Board approval. Member Peeler moved to accept, Member McHugh seconded, and carried by a 4-0 vote.

4. **CONSENT CALENDAR:**

SUMMARY REPORT FOR EXAMINATION ELIGIBLE LISTS AND CLASSIFICATIONS FOR THE MONTHS OF **APRIL, MAY, JUNE, 2008.**

4A.	<b>ELIGIBLE LIST ESTABLISHED</b>	<b>DATE ESTABLISHED</b>	<b>EXAM NO.</b>
	Information Systems Operation Technician	6/25/2008	208-13PR
	Permit Technician I	6/26/2008	208-17PR
4B.	<b>ELIGIBLE LIST EXTENDED</b>	<b>DATE ESTABLISHED</b>	<b>EXAM NO.</b>
	Administrative Technician II	12/18/2007	207-71
	Firefighter	7/2/2007	207-37
	Fleet Mechanic	5/4/2007	207-15
	Jailer	12/3/2007	207-56
	Police Officer (Attendee/Graduate)	9/15/2007	207-52
	Police Officer (Lateral)	11/10/2007	207-53
	Police Sergeant	11/14/2006	206-52PR
	Program Specialist II (Clean Water Program)	11/2/2006	206-48
	Utility Analyst/Asst Utility Analyst	12/11/2007	207-63
4C.	<b>ELIGIBLE LIST EXPIRED/CANCELLED/ EXHAUSTED</b>	<b>DATE ESTABLISHED</b>	<b>EXAM NO.</b>
	CATV Network Engineer	5/24/2007	207-22
	Construction Inspector & Survey Supervisor	6/9/2006	206-22PR
	Crime Analyst III	12/11/2007	207-64
	Deputy City Attorney II	5/31/2006	206-16
	Development Manager	12/4/2007	207-57
	Distribution Engineer	12/5/2007	207-65
	Electrical Engineer	11/13/2007	207-41R
	Electrical Maintenance Technician	12/13/2007	207-62

Journey Lineworker	1/31/2008	208-05
Office Assistant	6/20/2007	207-39
Planning Services Manager	9/19/2007	207-48
Public Safety Dispatcher (Entry)	6/28/2007	207-28
Sales and Service Supervisor	6/7/2007	207-23
Senior Account Clerk	5/10/2007	207-21R
Senior Electrical Engineer	11/13/2007	207-10PR

Board Member McHugh asked why the Police Officer positions were on the extended list. Executive Secretary Willis explained that they are old recruitments which were created under the old process and will eventually fall off.

Board President Rich stated that he is aware of the City's budget problems and asked whether the new budget included cuts to positions. Executive Secretary Willis stated that there were some vacant positions that were either unfunded or eliminated, but that they are not tied to the budget because there is no money tied to them. Board President Rich then asked if the City was in a hiring freeze. Executive Secretary Willis explained that the 2008/09 budget passed and because of this the City is able to fill budgeted positions. She also stated that two positions were eliminated that had people in them, and those people then exercised their bumping rights. Because of this, two probationary employees lost their jobs in the budget process.

Member Horikoshi moved to accept the consent calendar, Member Peeler seconded and carried by a 4 - 0 vote.

5. **REGULAR AGENDA ITEMS**

5-A Activity Report - Period of March 1, 2008 – May 31, 2008

Board President Rich asked whether any of the separations were disciplinary. Executive Secretary Willis stated that a Senior Clerk was released from probation.

5-B Civil Service Ordinance – Revision

Executive Secretary Willis stated that Section 2, Merit Principal 3 had been modified to change "physical handicap" to "disability". She then explained that the revised Ordinance will be placed on the agenda for the August 29, 2008 City Council meeting if the Board approves.

Board Member McHugh moved to approve the changes, Member Peeler seconded and carried by a 4-0 vote.

5-C Rules Review- Language

Board Member Peeler stated, that she would like clarification regarding Article VII, Section 2. Executive Secretary Willis explained that a person may be added to the eligibility list for the same position from which they were layed off within one year. Jill Kovacs clarified that a person may be reinstated and reemployed within a total of 12 months.

Board Member Peeler asked for an example of what an apprenticeship program is. Executive Secretary Willis stated that the City has a four year program for Apprentice Lineworker. Board Member McHugh asked whether or not the Fire Department has a training program. Executive Secretary Willis stated that Fire Fighters go through the Fire Academy as full-time employees.

Board Member McHugh moved to accept the Civil Service Rules, Member Peeler seconded and carried by a 4-0 vote.

6. **ORAL COMMUNICATIONS, NON-AGENDA (PUBLIC COMMENT)**

(None)

7. **CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS FROM BOARD)**

Board President Michael Rich stated that, with the completion of the Civil Service Ordinance and Rules, the Board should look for other projects or issues they can assist with. He suggested asking staff for suggestions. Member Peeler agreed and stated that the Civil Service Board should take initiative on finding such projects.

8. **CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS FROM STAFF)**

Executive Secretary Willis shared that Council decided to send out an RFP leasing out the Golf Course, which could mean that 21 positions would be eliminated. The lease agreement will state that the City will still get a payment from the lease. She then explained that the Bargaining Units will be noticed, and that MCEA and ACEA will be hit the hardest. Board Member McHugh asked whether or not the 21 eliminated positions would have bumping rights. Executive Secretary Willis stated that many of them would indeed have bumping rights.

9. There being no further business to come before the Board, the meeting was adjourned at 5:50 p.m.

Respectfully submitted,

Karen Willis  
Human Resources Director &  
Executive Secretary to the Civil Service Board